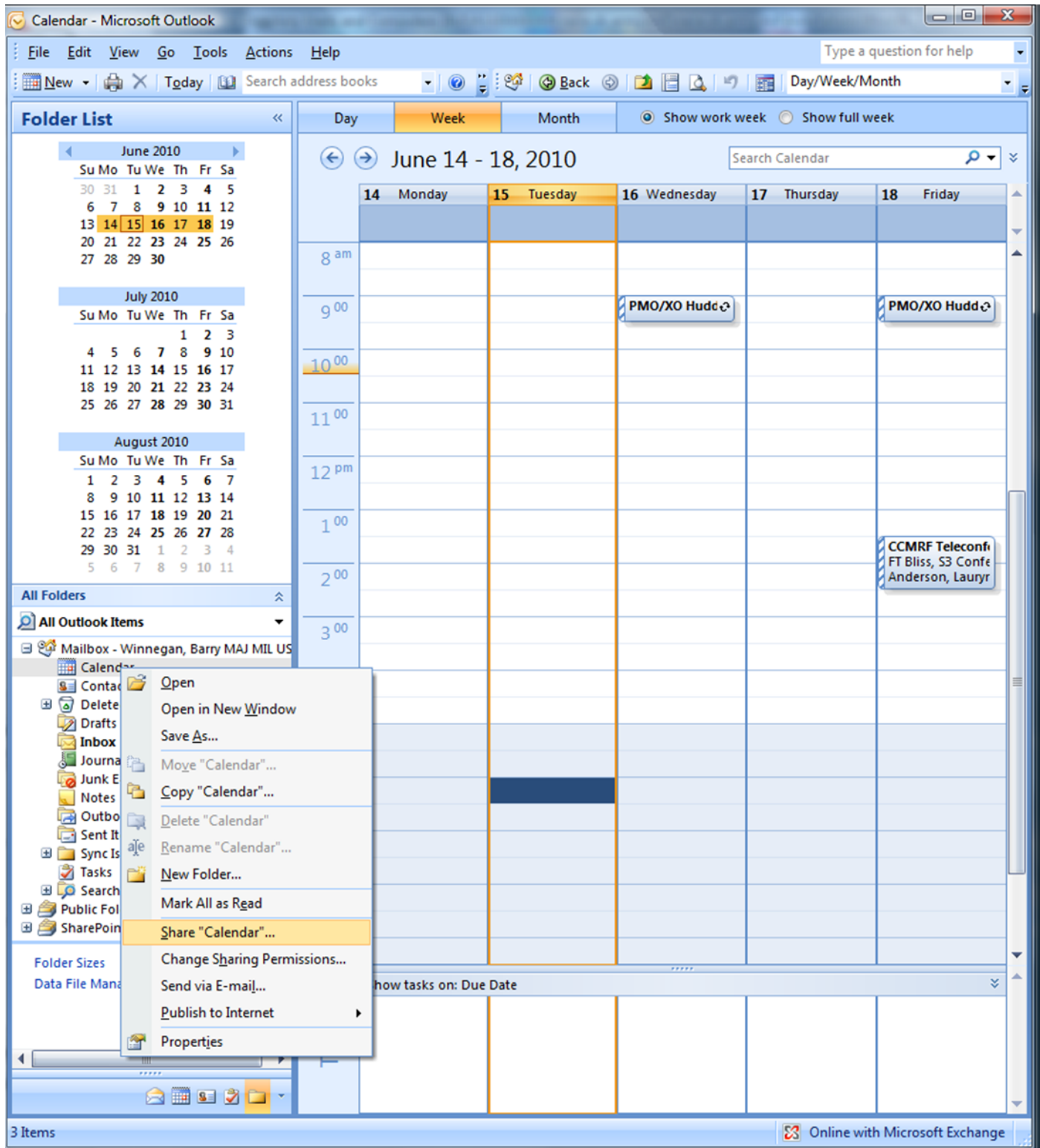
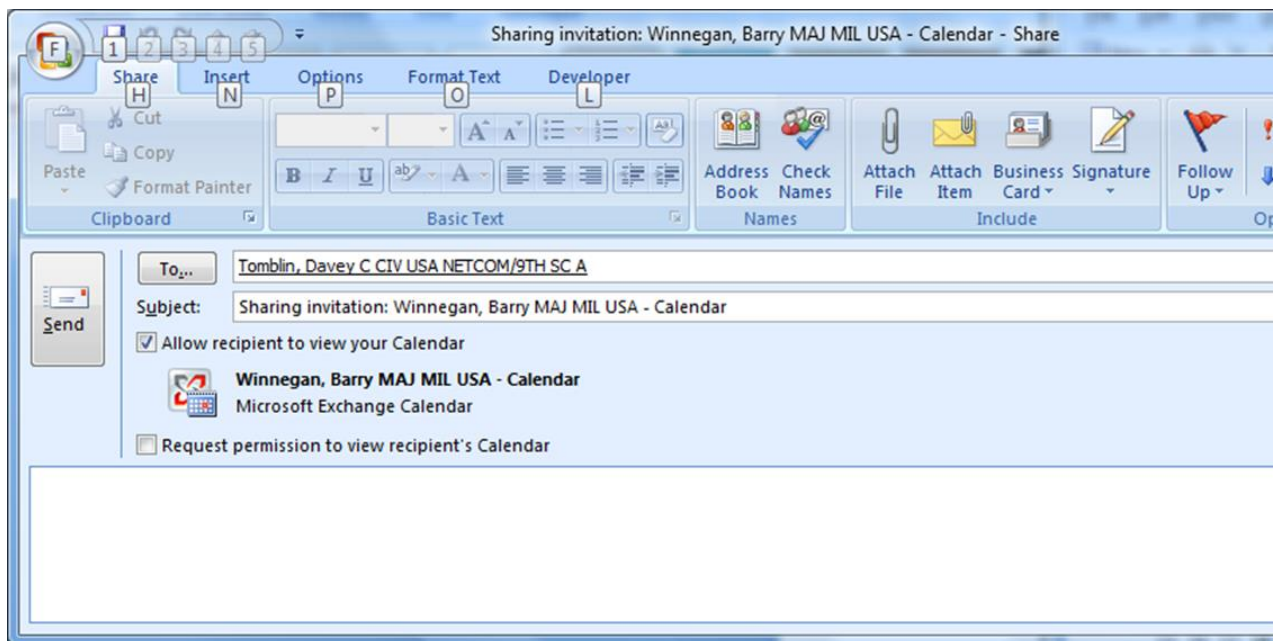


Step 1. Open Outlook

Right-Click on the Calendar in your mailbox and choose 'Share Calendar'



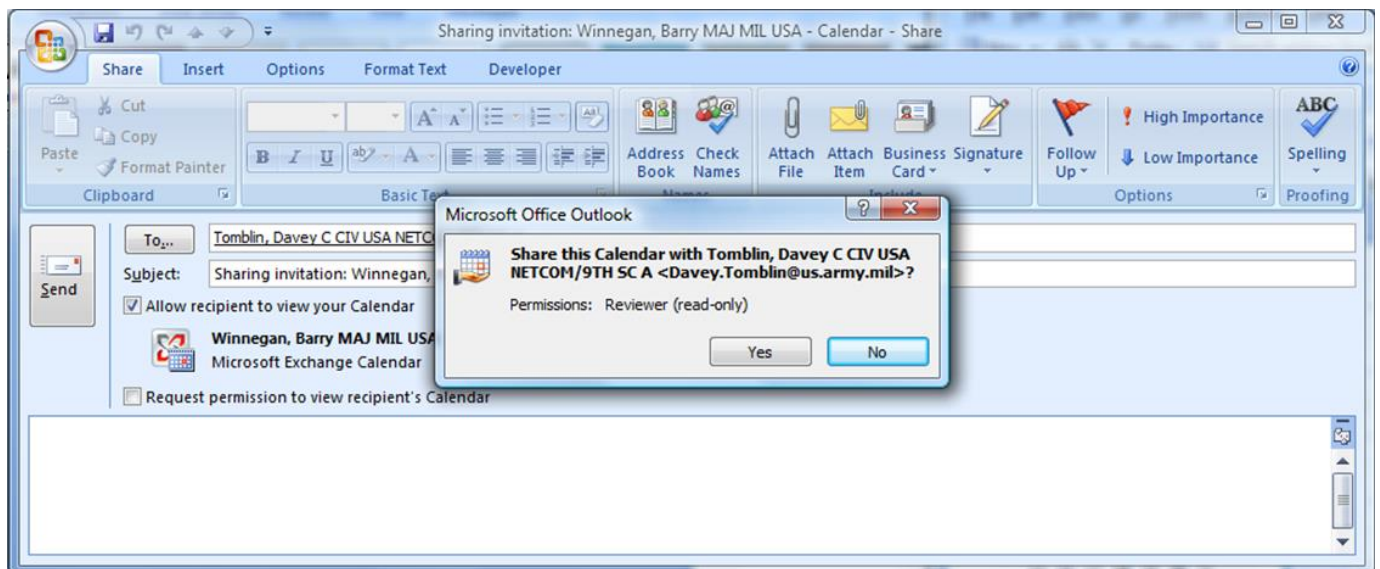
2. Insert the email address of the individual you wish to see your calendar.



3. Once 'Send' is clicked

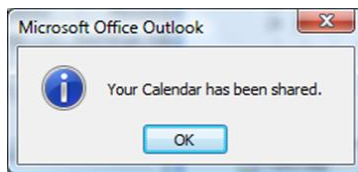
A prompt will be displayed,

4. Click 'Yes' and message will be sent.



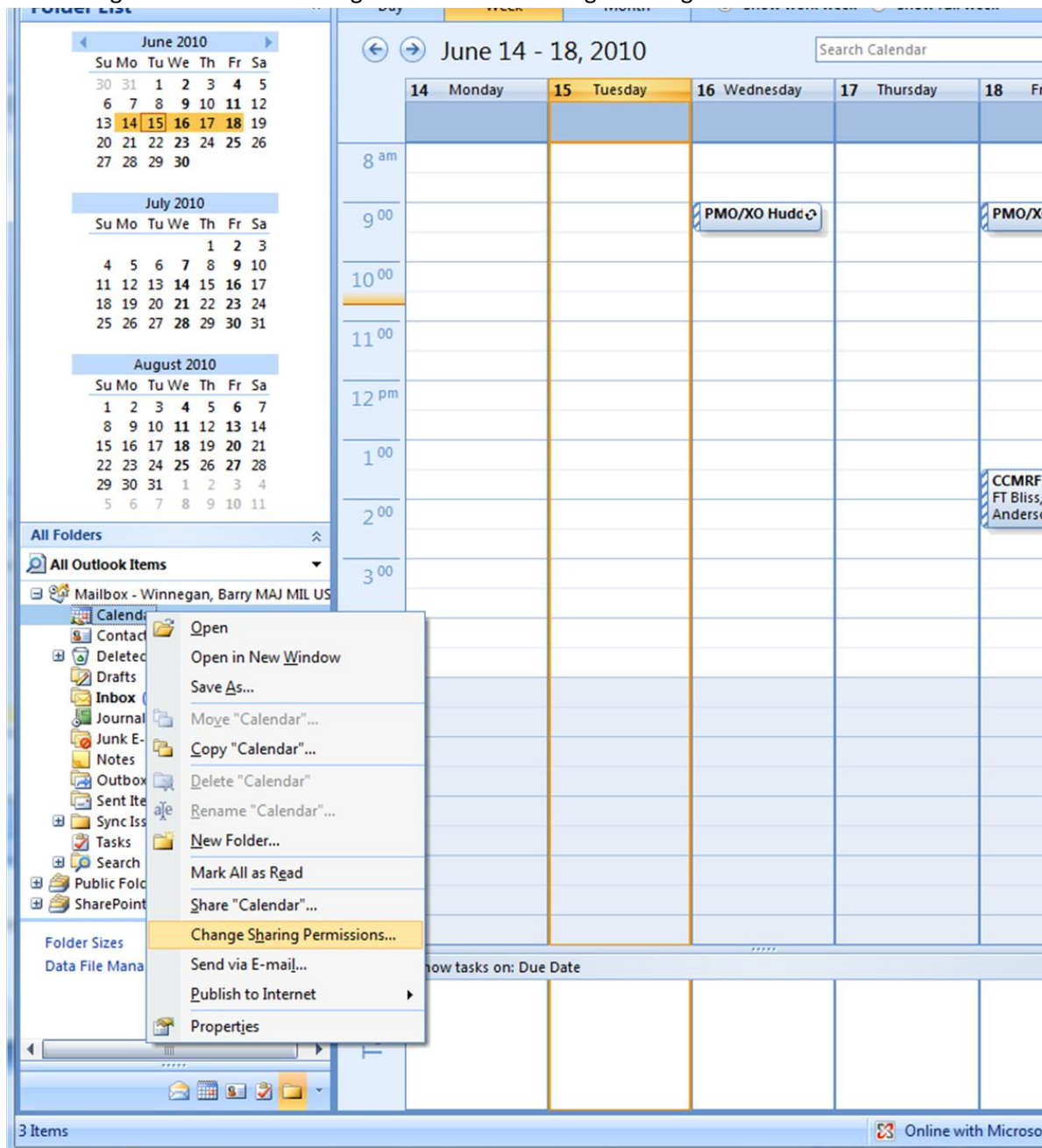
5. This will indicate that the calendar has been shared.

Click 'OK' to finish.



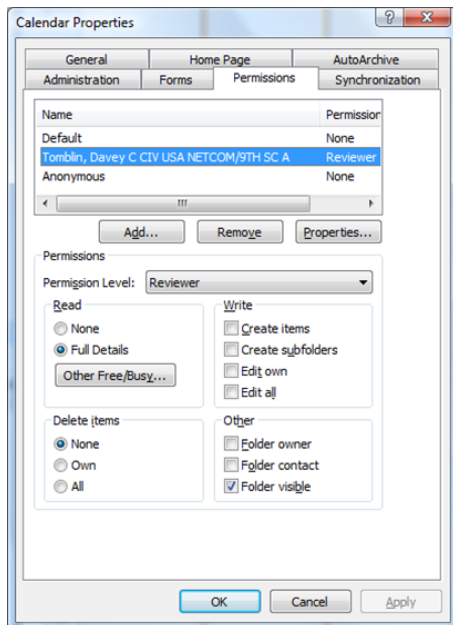
6 Verify / change permissions...

Right-Click on Calendar again and choose 'Change Sharing Permissions'



7. Highlight the individual's name you wish to view / change permissions for.

At this point, you can add more permissions by checking additional boxes or changing the radio-button options.



8. To remove someone from access to your calendar, highlight that name and click 'Remove'

Once finished, click either 'Apply' and then 'OK' or just 'OK'

